

APPEAL OF ADMINISTRATIVE DECISION*

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$1,660*	4900
DPLU ENVIRONMENTAL				
DPW ENGINEERING			\$825**	
DPW INITIAL STUDY REVIEW				
STORMWATER	MINOR			
	MAJOR			
DEH	SEPTIC/WELL			
	SEWER			
DPR				
INITIAL DEPOSIT				
\$1,660*				
\$2,485**				

* Fees are waived for appeals from a recognized Community Planning Group and from the applicant. However, Appeals on projects, filed by the applicant shall be subject to full cost recovery; all related costs shall be charged to the applicants project account.

** Consult project planner to determine if DPW deposit is needed prior to submittal.

ZONING STAFF: Enter into Case Book, enter the appropriate activity in the comment field in KIVA; enter who filed the appeal; hand deliver to PPS

PPS STAFF: Please send an electronic copy to Eric Gibson, Jeff Murphy, Rich Grunow, Leslie Richter, and Planner.

NEW: Use our [Discretionary Permit Cost Guide](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

[125 Appeal Application Form](#)---**Make sure this form is filled out correctly to include WHAT is being appealed (condition number, etc.) and WHY it is being appealed.**

[126 Acknowledgement of Filing Fees and Deposit](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under **(Step 2)** must be completed, signed and **submitted as Hardcopies**.

[346 Discretionary Permit Application Form](#): One (1) hard copy.

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms.](#)

Select one (1) of the following:

- 157 Appeal Procedure for Administrative Decision and Administrative Permits
- 158 Appeal Procedure for Major Subdivisions
- 159 Appeal Procedure for Boundary Adjustments, Certificates of Compliance, Minor Subdivisions and Subdivision Ordinance Enforcement and Penalty Actions of the Director
- 160 Appeal Procedure for use Permits and Variances
- 163 Appeal Procedure for Site Plans

NOTES:

1. **Save each whole Study, Report, Plot Plan, Map, etc., as a single PDF file on CD(s).**
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.